

Subject: Fwd: Early Submission of D-time For Pay Period ending July 3, 2021

From: "Bill Lopez Jr." <bill.lopez.jr@lacity.org>

Date: 6/30/2021, 7:06 AM

To: Barry Rankins <barry.rankins@lacity.org>, Gildardo Luna <gildardo.luna@lacity.org>, Julio Hernandez <julio.hernandez@lacity.org>, Leopoldo Uribe <leopoldo.uribe@lacity.org>

CC: Anahli Avina <anahli.avina@lacity.org>, Crystal Paz <crystal.paz@lacity.org>, Eduardo Velasco <eduardo.velasco@lacity.org>, Jennifer Casillas <jennifer.casillas@lacity.org>, Kristal Huizar <kristal.huizar@lacity.org>, Sabrina Corral <sabrina.corral@lacity.org>

FYI,

Get your Dtime in early.



----- Forwarded message -----

From: **Rose Watson** <rose.watson@lacity.org>

Date: Tue, Jun 29, 2021 at 3:58 PM

Subject: Early Submission of D-time For Pay Period ending July 3, 2021

To: rap all <rapall@lacity.org>

Good afternoon RAP Staff,

Due to the 4th of July Holiday occurring on Monday, July 5, 2021, the following schedules must be followed:

- **DTIME** time sheets must be SUBMITTED by the end of the day on Friday, July 2, 2021, to give Approvers and Timekeepers time to correct and approve D-Time.
- **Paper-based** time sheets must be RECEIVED in the Payroll Section no later than 12:00pm on Friday, July 2, 2021.

D-TIME must be APPROVED by NOON on Tuesday, July 6, 2021.

Do not reject D-TIME time sheets after payroll deadline. Call or email your Payroll timekeeper for any changes/corrections on the employee's timesheet.

Please see attached Memo for additional information.

Thank you for your cooperation!

****Please share information with staff who do not have access to City emails****

**Rose Watson
Public Information Director
Department of Recreation and Parks
Media Relations/ Marketing**

www.laparks.org

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- [Attachments-12/EARLY SUBMISSION 7-2021 \(1\).pdf](#)